

Law and Finance Committee Minutes
November 12, 2015 - 4:00 p.m.

Present: Chairman Wright; Supervisors Collyer, Daly, Sausville, Lewza, Kinowski, Tollisen, Raymond, Barrett, Wood, Grattidge, Veitch, Jenkins, Allen and Martin; Spencer Hellwig, County Administrator; Marcy McNamara, Personnel; Michael Zurlo, Sheriff; Jason Kemper, Planning; Drew Jarosh, Treasurer; Cathi Duncan, Public Health; Joanne Bosley, Real Property; Sandi Cross, Office for the Aging; Keith Manz, Public Works; Brian O'Connor, Auditor; Chad Cooke, Deputy Administrator; Steve Dorsey, County Attorney; Press.

Chairman Wright called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Tollisen, seconded by Mr. Collyer the minutes of the October 14, 2015 meeting were approved unanimously.

EQUALIZATION AND ASSESSMENT

- **Amending resolution 200-2014 to authorize further corrections to 2014 tax bills and authorize additional tax credits.**
- **Granting an extension of time for the payment of the balance due on the auction sale of tax parcel #249.-3-49 in the Town of Ballston.**

Mr. Hellwig said the first item is an amendment to resolution 200-2014 that will result in an increase to the tax due on a parcel that the state acquired for reforestation purposes and the county tax was inadvertently removed. The resolution will place the tax back on.

The second item is an amendment to resolution 187-2015 which will provide an additional thirty days for the bidder of a tax parcel from the last tax auction in the Town of Ballston to satisfy the bid amount. He said the property was sold at the auction and the former owner of the property contacted the high bidder and got them as well as the secondary bidder, to withdraw their offers. The high bidder was reimbursed for their deposit that was made at the auction. This resolution will give an extra 30 days to come up with the balance.

On a motion made by Mr. Collyer, seconded by Mr. Sausville the above resolutions were approved unanimously.

PERSONNEL AND INSURANCE

- **Authorizing amendment of Chapter 1, Section E of the Saratoga County Policies and Procedures Manual to provide for the revision of the parking policy.**

- **Authorizing amendment of Chapter 3, Section A of the Saratoga County Policies and Procedures Manual to provide for the revision of the Civil Service Requirements Policy.**
- **Authorizing renewal of labor relations agreement with Girvin and Ferlazzo, P.C.**

Mr. Hellwig said the first resolution was a resolution that was taken from Buildings and Grounds in 2012 and approved by the Board that authorized the creation of fourteen reserved spots in the DMV parking lot to give customers a place to park. At the same time a resolution was rescinded from 1973 that restricted employees from parking in the lot. The 2012 resolution rescinded that restriction; however, the actual Policy and Procedures Manual was never updated to reflect that change. This resolution will update the Policy and Procedures Manual.

The second resolution is in the Policy and Procedures manual. In the manual, with regard to Civil Service positions, there is language that says in cases where there is an exam required that the individual hired for the job will be selected from the top three scores. The reality is that the top three scores could be 100 people because of tests where you have more than one person scoring 100 or close to that. The policy will now read: they will be selected from the top three candidates.

The final resolution is the renewal of the county's contract with Girvin and Ferlazzo for comprehensive labor relation services. The county has a \$10,000 retainer on an annual basis that will remain unchanged. In 2016 the hourly rate will remain at the current rate which is \$195/hr., and will increase by \$5/hr. in 2017 to \$200/hr., and another \$5/hr. in 2018 to \$205/hr.

On a motion made by Ms. Daly, seconded by Mr. Kinowski the above resolutions were approved unanimously.

SOCIAL PROGRAMS

- **Authorizing the 2016-2017 Annual Implementation Plan and 2016 subcontracts for Office for the Aging.**
- **Authorizing an agreement with the Town of Halfmoon to provide \$17,000 in funding for a senior transportation van.**
- **Approving four year service plan for Office for the Aging.**

Mr. Hellwig said the first item is to renew the contracts with the ten agencies that provide home care services for elderly clients in their homes.

The second item is authorizing an agreement with the Town of Halfmoon to provide \$17,000 towards the purchase of a Senior Transportation Van. Those funds are included in this year's

budget and represent 75% of the total purchase. The remaining 25% is the responsibility of the town or the agency within the town.

The third item will authorize the Office for the Aging four year implementation plan; 2011 was the last time that it was approved. This is required by both the state and federal governments as a part of their funding agreements.

On a motion made by Mr. Kinowski, seconded by Mr. Sausville the above resolutions were approved unanimously.

PUBLIC HEALTH

- **Authorizing the Chairman to accept additional aid from the New York State Department of Health for the Children with Special Health Care Needs Program, Lead Poisoning Prevention Program, Rabies Program and the Immunization Action Plan.**

Mr. Hellwig said the above resolution is for additional State aid in the form of a COLA from the NYS Department of Health. The \$17,050 will be distributed between the three Public Health Nurses Programs which include; lead poisoning, rabies, and children with special healthcare needs.

On a motion made by Mr. Tollisen, seconded by Mr. Collyer the above resolution was approved unanimously.

PUBLIC SAFETY

- **Accepting an Aid to Prosecution Grant for the District Attorney's Office.**
- **Authorizing acceptance of a statewide interoperable communications grant from the New York State Division of Homeland Security and Emergency Services and amending the budget in relation thereto.**

Mr. Hellwig said the Aid to Prosecution Grant is an annual grant that is received to offset the department costs for prosecuting violent felony cases, such as burglary. The funding level is the same as the prior year of \$41,300.

The second item is the acceptance of a statewide Interoperability Communication Grant. The money is coming from the NYS Department of Homeland Security with an approximate total of \$2.9 million, which will be used to replace the 911 call taking equipment as well as the computer aided dispatch software that has reached the end of its useful life.

On a motion made by Mr. Lewza, seconded by Mr. Kinowski the above resolutions were approved unanimously.

PUBLIC WORKS

- **Accepting the Town of Malta portion of Luther Forest Boulevard Extension located within the Luther Forest Technology Campus.**
- **Setting a public hearing to accept the Americans with Disabilities Act Transition Plan for pedestrian facilities in the public right of way.**

Mr. Hellwig said the first item will authorize the acceptance of the Town of Malta portion of Luther Forest Boulevard Extension, which was not included in the resolution that accepted approximately five and a half miles of road last month. The highway department and the county will be responsible for care and maintenance of all six miles of roadway in the park.

The second item will schedule a Public Hearing to accept the Americans with Disabilities Act Transition Plan for pedestrian facilities. The highway department is required to be in compliance with the ADA as it relates to any sidewalks that run adjacent to county roadways. They have identified approximately 10 or 12 locations where those sidewalks are in place. Part of the plan will be to identify how the sidewalks will be upgraded to comply with the various requirements.

On a motion made by Mr. Kinowski, seconded by Mr. Tollisen the above resolutions were approved unanimously.

BUILDINGS AND GROUNDS

- **Authorizing acceptance of three (3) NYSDOT matching grants for three (3) Federal Airport grants previously accepted.**

Mr. Hellwig said the Buildings and Grounds committee is requesting a resolution to accept NYS Department of Transportation matching grants for work at the Saratoga County Airport. The projects, which have already been identified, will include an environmental impact study for the master plan and acquiring easements for the approaches, as well as some land acquisition for the approaches. The total cost will be approximately \$600,000. The county's share of 5% is available within the 2015 budget.

On a motion made by Mr. Lewza, seconded by Mr. Kinowski the above resolution was approved unanimously.

LAW AND FINANCE

- **Establishing a Proprietary Fund MS Self Insured Employee Healthcare Benefits fund.**

Mr. Hellwig said the first resolution will authorize the creation of a proprietary fund to administer health insurance claims and account for self- insured claims in accordance with

recommendations from the outside auditors as well as the State Comptroller. Currently, the money that is placed in the operating budget will be transferred as claims come up into the proprietary fund, so the expenses and revenue are segregated from the General Fund as needed.

On a motion made by Ms. Daly, seconded by Mr. Kinowski the above resolution was approved unanimously.

- **Authorizing the establishment of an Open Space Reserve Fund.**

Mr. Hellwig said the above resolution will authorize the establishment of an Open Space Reserve Fund for farmland and open space appropriations that are approved during the annual budget cycle. Any unused balance at the end of the year will become an open entry for the fund in the following year. Normally, at the end of the operating year, when the budget is closed down, any unused funds will wind up back in the county's fund balance. In the case of capital funds, whatever balance is left at the end of the year becomes the opening entry for the following year. The fund appropriations for the program will be appropriated on an annual basis and moved into the fund as the expenses are identified relative to those projects.

On a motion made by Mr. Sausville, seconded by Mr. Collyer the above resolution was approved unanimously.

- **Amending the 2015 budget to increase appropriations and revenues by \$121,834 for costs associated with Farmland and Open Space Projects.**

Mr. Hellwig said the above item is an authorization to amend the budget for \$121,834 to cover costs associated with the purchase of development rights in the towns of Malta and Stillwater. These were projects that were originally identified back in 2009; however, due to delays in completion and purchase of the development rights they lingered and the money was placed back into the fund balance. This resolution is needed to get the money out of the fund balance so that it can be given to the property owners and the organizations that are going to be paid as a result of those decisions.

On a motion made by Mr. Lewza, seconded by Mr. Sausville, the above resolution was approved unanimously.

- **Authorizing the cash transfer of \$650,000 from the Self Insurance Contributory Reserve to the Self Insurance Operating account to cover anticipated year end expenses in the Self Insurance fund.**

Mr. Hellwig said authorization is needed to move \$650,000 from the Self Insurance Contributory Reserve operating budget. He said each year; money is put aside in the contributory reserve fund, which is set up to cover costs that go above and beyond the

operating budget for a variety of reasons, including claims and insufficient premiums to cover the claims that are projected for a given year.

On a motion made by Ms. Daly, seconded by Mr. Kinowski the above resolutions were approved unanimously.

- **Adopting the 2016 Saratoga County Budget (TO BE TABLED)**

Mr. Hellwig said the adoption of the 2016 Saratoga County Budget will be presented next week at the Board Meeting and then tabled until after the public hearing, which is required to be held before the Board of Supervisors can adopt it.

Ms. Daly made a motion, seconded by Mr. Lewza to approve the above resolution. Mr. Tollisen recused himself from the vote. **Motion passed.**

- **Appropriating amounts finally set forth in the 2016 Saratoga County Budget (TO BE TABLED)**

Mr. Hellwig said appropriations to the budget cannot be authorized until after the public hearing.

Ms. Daly made a motion, seconded by Mr. Collyer to approve the above resolution. Mr. Tollisen recused himself from the vote. **Motion passed.**

- **Setting December 1, 2015 at 4:30 p.m. in the County Board Room as the date, time and place for the public hearing on the revised tentative 2016 Saratoga County Budget.**

On a motion made by Ms. Daly, seconded by Mr. Kinowski the above resolution was approved unanimously.

- **Approving the 2016 Tax Bill Flyer, pursuant to Local Law introductory #1, Print #1 of 2012, establishing Truth in Taxation in Saratoga County.**

On a motion made by Ms. Daly, seconded by Mr. Kinowski the above resolution was approved unanimously.

On a motion made by Mr. Kinowski, seconded by Mr. Lewza the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom